



**2008-2009**

**AMERICORPS\*STATE  
REQUEST FOR PROPOSALS  
FOR INDIANA APPLICANTS**

**Issued August 20, 2007**



**OFFICE OF FAITH-BASED AND COMMUNITY INITIATIVES**

302 W. Washington Street, Room E012  
Indianapolis, Indiana 46204  
(317) 233-4273 phone (317) 233-5660 fax  
[www.ofbci.in.gov](http://www.ofbci.in.gov)

August 20, 2007

Dear Potential AmeriCorps\*State Applicants,

The Office of Faith-Based and Community Initiatives (OFBCI) and the Indiana Commission on Community Service and Volunteerism (ICCSV) promote service volunteerism throughout our state and in 2007 provided over \$1,740,000 in AmeriCorps funding. We are dedicated to uniting individuals in service to their communities and achieving demonstrable results by funding AmeriCorps\*State programs that meet Indiana's unmet human, educational, public safety, homeland security and environmental needs. Over 385 Hoosiers will serve in these programs this year in both our urban and rural areas. AmeriCorps members get amazing things done and make a significant difference in the lives of so many Hoosiers.

We are proud to announce our Request for Proposals (RFP) for the 2008-2009 program year. This RFP includes AmeriCorps\*State competitive funds for new, recompetete, and continuation applications, as well as AmeriCorps\*State formula funds for new and recompetete applications.

Our 2008-2009 RFP contains four (4) sections:

1. Notice of Federal Funding Opportunity
2. 2008-2009 AmeriCorps Request for Proposals for Indiana Applicants
3. 2008-2009 AmeriCorps\*State Application Instructions
4. 2008-2009 Additional Information Forms for Hard Copy Applications

For the 2008-2009 program year, the ICCSV will consider applications for new/recompetete and continuing AmeriCorps programs that offer members a living allowance and an education award. We will also consider applications for AmeriCorps programs that offer education awards only. We encourage you to choose the option that best meets your organization's needs.

Please read all application instructions and materials carefully. In order to increase your understanding of AmeriCorps\*State, OFBCI has prepared several additional training materials which are available on our website. We encourage you to visit <http://www.in.gov/ofbci/2362.htm> for more information.

**All applicants must attend one of the identical Technical Assistance Workshops outlined on Page 9.**

**All applicants must submit a Notice of Intent to Apply to OFBCI no later than 5:00 P.M. (Eastern Time) on Wednesday, October 3, 2007. All applications must be received by our office no later than 5:00 P.M. (Eastern Time) on Wednesday, October 17, 2007.** Additional details are outlined below.

The ICCSV is committed to providing the most current information available to all applicants. We will rely primarily upon our website, [www.ofbci.in.gov](http://www.ofbci.in.gov), to keep applicants informed of any changes. Please check our website frequently. We want to provide you with all of the resources and technical assistance you need to develop an extraordinary grant application. Best of luck to you.

With my best wishes I am,

Sincerely,



Paula Parker-Sawyers  
Executive Director

## **1. Office of Faith-Based and Community Initiatives**

*Hoosiers have a tradition of working together. In that spirit, the mission of the Office of Faith-Based and Community Initiatives (OFBCI) is to promote service and volunteerism in the State of Indiana. The OFBCI values respect, integrity, service and excellence and will support and enhance our Indiana tradition of helping a neighbor in need. We collaborate with organizations to identify issues, motivate volunteers and to provide innovative and high quality programs which meet the needs of Indiana communities.*

In January 2005, Governor Mitch Daniels created the Office of Faith-Based and Community Initiatives (OFBCI) to ensure that the faith-based institutions of Indiana were provided equal access to state and federal resources and services. Together the OFBCI, with assistance from Indiana Commission on Community Service and Volunteerism (ICCSV; see below), provides information, training, technical assistance and limited grant funding to both community based and faith-based organizations seeking to make Indiana a better place to live for all citizens. For more information about the OFBCI, please visit our website at [www.ofbci.in.gov](http://www.ofbci.in.gov).

## **2. Overview of AmeriCorps**

All across America, AmeriCorps members are *getting things done* for their communities. AmeriCorps, which is often referred to as the domestic Peace Corps, engages citizens of all ages in projects ranging from tutoring, youth mentoring, public safety, housing rehabilitation, health care, environmental issues, and disaster relief. It gives communities and neighborhoods valuable human resources for addressing their most pressing civic issues, and gives the individual a way to serve his/her country by reaching out to others within his/her own or another community. It has given over 500,000 Americans opportunities to increase their skills and earn money for college that otherwise would not have been available to them.

AmeriCorps programs provide grants to initiate, improve, or expand the ability of organizations and communities to provide services to address local unmet environmental, educational, public safety (including disaster preparedness and response), or other human needs. AmeriCorps awards member positions and program operating funds to public and private nonprofit organizations with goals which are in accord with this mission. Grants support organizations that use volunteer service as a strategy for addressing national and community needs, while fostering an ethic of civic responsibility and connecting Americans of all ages and backgrounds with opportunities to serve their communities and country. Please see the Corporation's statutes and regulations for more information about AmeriCorps at [www.americorps.gov](http://www.americorps.gov).

## **3. The Indiana Commission on Community Service and Volunteerism**

The Indiana Commission on Community Service and Volunteerism (ICCSV) is the governor-appointed administrative agent of the AmeriCorps\*State programs in Indiana for the Corporation for National and Community Service. Supported by the Office of Faith-Based and Community Initiatives, the ICCSV is dedicated to uniting individuals in service to their communities and achieving demonstrable results by addressing Indiana's unmet human, educational, environmental, public safety, and homeland security needs. The ICCSV's goals are to:



- Encourage Indiana's strong ethic of civic responsibility and rich tradition of community involvement;
- Ensure a serious role for service and volunteerism in meeting Indiana's educational, environmental, health, public safety, and homeland security challenges;
- Connect Hoosiers from diverse backgrounds and experiences to find solutions to problems together; and,
- Nurture the growth and emergence of Indiana's next generation of community and professional leaders.

To meet these goals, the ICCSV selects and administers AmeriCorps grants under the provisions of the National and Community Service Trust Act of 1990. In Indiana, more than 350 AmeriCorps members serve annually under the sponsorship of public-private partnerships to meet critical state needs. The ICCSV, through the OFBCI, provides AmeriCorps programs with extensive training and ongoing technical assistance to support the development of high quality AmeriCorps programs. Each program works closely with a national service program officer at the OFBCI to ensure progress towards program objectives, a meaningful service experience for AmeriCorps members, and compliance with applicable regulations. For more information about the ICCSV, please visit our website at <http://www.in.gov/ofbci/2302.htm>.

#### **4. Applicant Eligibility**

***New Applicants.*** The ICCSV encourages the development of innovative programs operated by partnerships new to the AmeriCorps family and in communities that have not previously utilized AmeriCorps resources. New applicants are defined as those in which the partnership has not previously operated an AmeriCorps\*State program or has not operated a program in more than five years. Public or private nonprofit organizations, including labor organizations; faith-based and other community organizations; institutions of higher education; government entities within Indiana (e.g., cities, counties); Indian Tribes; or partnership or consortia are eligible. Intermediaries are encouraged to apply.

***Existing ICCSV AmeriCorps\*State Programs.*** Current ICCSV programs must, by law, submit applications via two different processes. Existing programs who are finishing their third year of a grant award cycle must submit a *new* application. These programs are considered to be “recompeting.” Programs in their first or second year of the competitively-funded grant award cycle will submit a *continuation* application. Please note that programs in their first or second year of a formula-funded program will follow a separate continuation application process in late winter/spring of 2008.

Existing programs must assure that all WBRS-related activity, including enrollment of members and entry of service hours, is current at the time of submission. In addition, existing programs are advised that previous site visit reports, program progress reports, financial reports, WBRS documentation, as well as member recruitment and retention rates will be reviewed as part of the selection process. Systems for improving known deficiencies in any of these areas should be addressed in the program narrative.



## 5. 2008-2009 AmeriCorps Grant Parameters

**Funding Available.** AmeriCorps\*State funding comes to Indiana primarily through two separate funding streams – formula and competitive funds. The ICCSV receives formula funds from the Corporation through a population-based allocation. Competitive funds are awarded through a national competition to programs that have competed successfully at both the state and federal levels. While programs funded through the national competition are typically veteran programs, larger in size, and/or have particularly innovative program designs, first-time applicants may also be funded at the competitive level. This RFP includes both streams of funding. The ICCSV selects which applications will be submitted to the national competition. The ICCSV's current portfolio contains AmeriCorps\*State grants that range from \$125,921 to \$364,774.

The ICCSV will award formula funds for 2008-2009. We will not be sure how much formula funding is available until the Corporation announces its final appropriation from Congress. We estimate that we will have \$512,256 for new and recompetete formula applications.

*There are 3 kinds of AmeriCorps funding opportunities available for 2008-2009 through this Request for Proposals:*

**1. Operating Grants.** Operating grants support fully developed plans to implement a new or existing AmeriCorps program. Applicants interested in applying for an operating grant should review either the *Application Instructions: New and Recompetiting Programs* section or the *Application Instructions: Competitive Continuation Requests* section of the 2008-2009 AmeriCorps\*State Application Instructions.

**2. 3-Month Development/9-Month Operating Grants.** The ICCSV recognizes that developing a high-quality AmeriCorps program takes time. New applicants may propose a three-month planning/development period, followed by nine-months of operating an AmeriCorps program for the first year of their AmeriCorps\*State program. The intent of the three-month planning/development period is to allow new programs the opportunity to develop the systems and processes necessary to operate an effective, efficient, high-quality program. Applicants selecting this model are strongly encouraged to include less than full-time members in their application, as it would be difficult for many members to complete the required 1,700 in the nine-month time frame. Please note that ICCSV will not select applicants proposing this “3-9” design to compete in the competition for competitive AmeriCorps funding at the national level. Please review the 2008-2009 AmeriCorps\*State Application Instructions for further information.

**3. Education Award Program (EAP) Grants.** Education Award Programs do not offer living allowances to AmeriCorps members but do provide an education award upon successful completion of a term of national service. Please review the *Notice of Federal Funding Opportunity* and 2008-2009 AmeriCorps\*State Application Instructions for further information.

**Please note** there are a number of additional AmeriCorps funding opportunities available through direct applications to the Corporation for National and Community Service. Please visit [http://www.americorps.org/for\\_organizations/funding/nofa.asp](http://www.americorps.org/for_organizations/funding/nofa.asp) for more information.



**Grant Size Limits.** AmeriCorps grants are calculated by multiplying the number of full-time equivalent (referred to as Member Service Year (MSY)) AmeriCorps members by the cost per full-time member. For example, a successful applicant requesting 10 full-time AmeriCorps members (MSYs) at a cost per member of \$12,000 would receive a grant of \$120,000 (10 x \$12,000). You must match at least 15% of member support costs with non-federal cash. You must also match with cash or in-kind contributions at least 33% of the project's total operating costs. Please note that Indiana AmeriCorps members are NOT eligible for unemployment compensation. In Indiana, the cost per MSY may not exceed \$12,600.

**Match Expectations.** For competitively-funded programs, the Corporation requires that the level of non-federal cash and in-kind match increase beginning in Year 4 of funding. Please review Sections §§ 2521.35–2521.90 of the AmeriCorps Regulations for more information on match requirements. Indiana has its own sustainability guidelines for formula-funded programs, in which the cost per MSY must decrease beginning in Year 2. Recompeting programs should contact the OFBCI regarding clarification about expected, proposed match levels for the 2008-2009 program year.

**Minimum Program Size.** In order to provide member positions in quantities that make an impact on the identified community need, applicants may request no fewer than 10 full-time equivalent (MSY) AmeriCorps members as part of their application. Rural programs may be eligible to apply for a smaller number of AmeriCorps members and a part-time AmeriCorps Program Director. Please contact OFBCI for further information.

**Grant Period.** Grants awarded through this selection process will support programming beginning September 1, 2008. The Corporation and the ICCSV generally provide funding for a three-year grant period, with demonstrated success toward achieving program objectives and the completion of a yearly continuation request.

**Expansion Funding.** Applicants should be advised that expansion opportunities in the second and third year of a grant period are unpredictable and may be limited. Applicants should not assume they can expand program operations in the second or third year of the grant period. Existing Recompeting programs that wish to expand their program should propose to do so through this application.

## **6. Priority Areas**

The Corporation for National and Community Service's mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. In the FY 2008 national competition, the Corporation will give special consideration to projects that address one or a combination of four strategic initiatives, listed below, that meet critical needs of our nation, achieve national service goals, and address community problems:

1. Mobilizing more volunteers.
2. Ensuring a brighter future for all of America's youth.
3. Engaging students in communities.
4. Harnessing Baby Boomers' experience.





In June, the Corporation's board voted to add a fifth strategic initiative to their strategic plan focusing on disaster preparedness and response. Please note that AmeriCorps members may be called upon to assist in times of disaster.

Please visit [http://www.nationalservice.org/about/focus\\_areas/index.asp](http://www.nationalservice.org/about/focus_areas/index.asp) for more information on the Corporation's strategic priorities.

A 2006 survey of Hoosiers interested in service and volunteerism revealed a belief that the strategic goals of the Corporation of National and Community Service should be addressed in Indiana in addition to Governor Daniels' strategic goal of improving Hoosiers' health. The survey suggested that the issues should be addressed in the following order of priority:

1. Mentoring Children and Youth
2. Engaging Hoosiers in Healthy Lifestyles
3. Engaging Baby Boomers in Service to their Community
4. Engaging K-12 and College Students in service to their community
5. Mobilizing more Hoosier Volunteers

The same survey suggested the following specific activities aimed at addressing these priorities are (in priority order):

1. Promote existing mentoring programs for children and youth
2. Integrate service opportunities into sites already attractive to baby boomers, such as workplace or church
3. Develop prevention health programs for children and youth
4. Increase public awareness of volunteer service opportunities in Indiana
5. Promote available service opportunities to K-12 and college students
6. Introduce new children and youth mentoring programs to specific communities

The Indiana Commission on Community Service and Volunteerism will consider these priorities in making formula funding decisions, as well as other formal and informal criteria as determined by the ICCSV (including, but not limited to, proposal quality score, and geographic distribution).

## **7. Notice of Intent to Apply**

Interested applicants must submit a "Notice of Intent to Apply" no later than **Wednesday, October 3, 2007 at 5:00 P.M. (Eastern Time)** via email to Debbie Anderson, National Service Program Officer, at [deanderson@ofbci.in.gov](mailto:deanderson@ofbci.in.gov). The e-mail should only include:

1. Name of the applicant organization
2. Contact information for the applicant organization
3. Type of application your organization intends to submit:
  - a. New
  - b. Recompete
  - c. Competitive Continuation
  - d. Education Award Program only
  - e. Undecided

Please note that submission of a "Notice of Intent to Apply" in no way binds your organization to the submission of an application.



## 8. Submission Instructions

Applications must be submitted via the Corporation's on-line eGrants system **by Wednesday, October 17, 2007 at 5:00 P.M. (Eastern Time)**. Please see *2008-2009 AmeriCorps\*State Application Instructions* for details.

**Additional required attachments (one original and 5 duplicates bound by standard binder clip only) must be postmarked by Wednesday, October 17, 2007 at 5:00 P.M. (Eastern Time) to:**

Office of Faith-Based and Community Initiatives  
Indiana Government Center South  
302 W. Washington Street, Room E012  
Indianapolis, Indiana 46204  
Attention: National Service Program Officer

Please use a courier service to send hard copy as U.S. Postal Service to government agencies often are delayed and sometimes damaged due to security measures.

## 9. 2008-2009 AmeriCorps Application and Review Process Timeline

August 17, 2007	2008-2009 Request for Proposals released
<b>August – September</b>	Technical Assistance Workshops <i>New Albany (August 27), Evansville (August 28), Indianapolis (August 31), Ft. Wayne (September 4), and Gary (September 5)</i>
<b>October 3</b>	Notice of Intent to Apply due via e-mail to the Office of Faith-Based and Community Initiatives by 5:00 P.M. (Eastern Time)
<b>October 17</b>	New, Recompete, and EAP, Applications due to the Office of Faith-Based and Community Initiatives by 5:00 P.M. (Eastern Time)
<b>November 5</b>	Competitive Continuation Applications due to the Office of Faith-Based and Community Initiatives by 5:00 P.M. (Eastern Time)
November 28	The ICCSV reviews all applications; makes recommendations for funding.
November 29	Notice to Applicants of Preliminary Funding Decisions; Negotiations begin
November 07 – April 08	Pre-Award Risk Assessments of New Applicants





<b>December 14</b>	Due date for submitting revised grant applications (as requested) to OFBCI
May 23, 2008	Scheduled CNCS Notification of Competitive Funding Decisions
June 6, 2008	OFBCI Notice of Formula Funding Decisions
June 18, 2008	Final Revisions Due to OFBCI for formula applications

Please note this timeline is subject to change.

All applications are reviewed by the ICCSV and the Corporation. We typically receive more in funding requests than can be awarded. Applications are selected using an intensive, multi-stage process that includes the ICCSV/OFBCI staff and peer review process, Corporation peer review panels, and review by Corporation staff with approval by the Corporation's Chief Executive Officer. A Pre-Award Risk Assessment will be conducted on all new applicants prior to the issuance of final funding decisions.

All applications are initially screened by the OFBCI for completeness and instruction compliance. **Incomplete applications will not be considered.** Applications are sorted by score and ranked. A recommended portfolio of programs is brought before the ICCSV where approval is given to submit applications to the Corporation.

Applicants that are selected to compete in the national competitive process will be forwarded to the Corporation after receiving feedback collected from the review process by the ICCSV staff.

The Corporation will make funding decisions following the completion of their review process. The ICCSV will finalize its program selections following the Corporation's announcements in May 2008.

Please see the *Notice of Federal Funding Opportunity* and *2008-2009 AmeriCorps\*State Application Instructions* for AmeriCorps grant selection criteria.

## **10. Technical Assistance to Applicants**

The OFBCI provides technical assistance to applicants in several Request for Proposal Technical Assistance Workshops. Technical Assistance Workshops will review the key elements of completing a proposal with potential applicants. Locations for the five (5) identical workshops are below.

**Monday, August 27, 2007**  
**1:30 – 4:30 P.M. (Eastern Time)**  
**New Albany-Floyd County Public Library**  
**180 W. Spring St., Strasswag Auditorium**  
**New Albany, IN**



**Tuesday, August 28, 2007**  
**9:00 A.M. – 12:00 P.M. (Central Time)**  
**Ivy Tech Community College – Southwest**  
**3501 First Av., Bower-Suhrheinrich Conference Room (107)**  
**Evansville, IN**  
<http://www.ivytech.edu/evansville/about/pdf/mapfall2007final.pdf>

**Friday, August 31, 2007**  
**9:30 A.M. – 12:30 P.M. (Eastern Time)**  
**Indiana Government Center South**  
**302 W. Washington Street**  
**Conference Room 19**  
**Indianapolis, IN**  
<http://www.in.gov/idoa/statehouse/conf/maps/>

**Tuesday, September 4, 2007**  
**1:00 – 4:00 P.M. (Eastern Time)**  
**Indiana University - Purdue University Fort Wayne**  
**2101 E. Coliseum Blvd, Walb Student Union Conference Room G08**  
**Ft. Wayne, IN**  
<http://www.ipfw.edu/campus/maps/maps/2007/ipfw-campus-map-color.pdf>

**Wednesday, September 5, 2007**  
**9:00 A.M. – 12:00 P.M. (Central Time)**  
**Ivy Tech Community College - Northwest**  
**1440 E. 35<sup>th</sup> Av.**  
**Business, Science, and Administration building (aka North Building)**  
**Multi-Purpose Room (C123/C125), located on lower level**  
**Gary, IN**

**We will only accept grant applications from new or recompeting applicants who have attended one of the Technical Assistance Workshops and have submitted the Notice of Intent to Apply by the October 3, 2007 deadline.**

Please register to attend one of these scheduled times by emailing the OFBCI at [RFP\\_Workshop\\_Registration@ofbci.IN.gov](mailto:RFP_Workshop_Registration@ofbci.IN.gov).

The OFBCI will post Frequently Asked Questions (FAQs) to the OFBCI website to assure that all applicants have access to the same technical assistance. Please email questions to: [RFP\\_FAQ@ofbci.IN.gov](mailto:RFP_FAQ@ofbci.IN.gov).

